

<b>Title:</b>  <b>DIVISION BI-ANNUAL MANAGEMENT REVIEW</b>	<b>Number:</b>  <b>D65-01-01</b>	<b>Revision No.:</b>  <b>OD</b>	<b>Effective Date:</b> <b>31 JAN 97</b>
	<b>Prepared By:</b> <b>Thomas J. Underwood</b>	<b>Approved By:</b> <b>Thomas S. Dodson</b>	<b>Page:</b> <b>1 OF 2</b>

31 January 1997

STANDARD OPERATING PROCEDURE D65-01-01

From: D65

To: D65 Division

Subj: DIVISION BI-ANNUAL MANAGEMENT REVIEW

1. Purpose. To establish a Division Executive Management Board and the procedures and instructions for Division Bi-Annual Management Reviews.

2. Scope and Application. The procedure applies to the Division Bi-Annual Management Review and the Division Executive Management Board. The Division Executive Management Board membership includes the following personnel:

- a. Division Head (Chairman)
- b. Branch Heads
- c. Quality Assurance (QA) Manager
- d. Technical Repair Agent (TRA)
- e. Staff Systems Engineer
- f. Division Finance.

3. Policy. The Division Bi-Annual Management Review will be held twice a year to assess the "health" of the Division. The Division Head determines the precise date for the which will be conducted to coincide with scheduled ISO 9001 recertifications. Responding to changing or special conditions and events, the Division Head may call for unscheduled Reviews.

4. Procedure. Division Bi-Annual Management Reviews are chaired by the Division Head.

a. Attendance - Attendance is mandatory for Executive Management Board members. Those members who are unable to attend may send representatives approved by the Division Head. The absent members will receive minutes of the review meeting and, after reviewing the minutes, must submit their inputs and comments to the Division Head and the QA Manager within five (5) working days following the Reviews. No more than two members may be absent from the meeting. The Division Head and the QA Manager must always attend.

b. Agenda - The agenda for management review meetings is prepared by the QA Manager. It is then reviewed by the Division Head and is distributed to the participating members at least two weeks before the meeting. The agenda will typically be comprised of the following topics:

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- (1) Overview of Division Objectives
- (2) Review of Division Strategic Business Plan and strategies
- (3) Review of Division Financial “Health”
- (4) Review of Division Program Status
- (5) Results of internal audits and “corrective actions” status and effectiveness
- (6) Assessment of the Division’s Quality System and Metrics (measures).

c. Records - Minutes of the review meetings will be taken and prepared by the QA Manager. Minutes will be distributed to the attendees and, if any, absent members. The minutes and other documents associated with the Review are to be treated as “sensitive” information. Distribution outside the Division requires authorization by the Division Head.

THOMAS S. DODSON